

DELAWARE TRANSIT CORPORATION

POSTING NO. 015-2014

POSITION VACANCY POSTING

OPEN TO CURRENT DTC EMPLOYEES ONLY

DATE OF POSTING August 7, 2013

CLOSING DATE August 14, 2013

METHOD OF APPLICATION: Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **August 14, 2013**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 160 JOB CODE #: 161

POSITION TITLE Buyer

PAY GRADE 12 PAY RATE _____ PAY RANGE \$17.304615 - \$23.072820
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Finance
SECTION Fiscal

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS Monday - Friday

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SUMMARY OF POSITION:

The Buyer is responsible for developing and maintaining relationships with vendors. The duties assigned vary, but include such things as assisting in developing competitive bid documents and quote forms, review supplier performance, review purchase order status report, perform cost and/or price analysis to substantiate award, follow up on open purchase orders to ensure on time deliveries from vendors and enforcement of DTC's procurement policies/procedures. This position will generate purchase orders, review technical specs before distribution to vendors and analyze overages/shortages to minimize stock-outs/obsolescence of parts. The Buyer will work closely with the Procurement Manager on issues of strategic importance and ensure that communication, analysis and presentations are handled in a professional and timely manner.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Experience in leading procurement programs for a large organization.

Applicants must detail all experience in leading procurement programs for a large organization.

2. Experience analyzing and evaluating requisition forms to ensure compliance with policy and procedures.

Applicants must detail all experience in analyzing and evaluating requisition forms to ensure compliance with policy and procedures.

3. Experience in initiating and processing requests for quotations for purchases.

Applicants must detail all experience in initiating and processing requests for quotations for purchases.

4. Experience creating and updating vendor database files.

Applicants must detail all experience in creating and updating vendor database files.

5. Experience in the use of standard computer software programs for word processing, spreadsheets or databases.

Applicants must detail all experience in word processing, spreadsheets and database computer software programs.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT ____X

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in this summary."